

**MINUTES**  
**GREEN BAY HOUSING AUTHORITY**  
**Thursday, October 20, 2016, 10:30 a.m.**  
**1424 Admiral Court, Second Floor Reading Room**  
**Green Bay, WI 54303**

**MEMBERS PRESENT:** Brad Hansen- Vice Chair, Sandra Popp and Terri Refsguard

**MEMBERS EXCUSED:** William VandeCastle and Chiquitta Cotton

**OTHERS PRESENT:** Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Jayme Valentine, Ka Vang, Megan Walker, Jane Fitzpatrick, Anita Tony, and Lauri Schrader

**APPROVAL OF MINUTES:**

1. Approval of the September 15, 2016, minutes of the Green Bay Housing Authority.

A Motion was made by S. Popp and seconded by B. Hansen to approve the minutes from the September 15, 2016 meeting. Motion carried.

B. Hansen acknowledged the resident guests at the meeting and asked them to state what agenda item they were in attendance in regards to. The residents indicated they were there to speak on the issue of bed bugs. B. Hansen stated that is item number eight on the agenda and at that time the Authority will open the floor for the residents.

**COMMUNICATIONS:**

2. Letter from HUD dated September 28, 2016, regarding provisions of the Housing Opportunity Through Modernization Act of 2016 which are effective immediately.

R. Hallet explained a letter from HUD in regards to new provisions of the Housing Opportunity Through Modernization Act of 2016 which is referred to as HOTMA. She explained that the letter is to inform the Authority on the five provisions of HOMTA which are immediately effective. She added that HOTMA was passed into law by President Obama on July 29, 2016, but the majority of the provisions under this act will not come into effect until HUD has developed regulations to govern them. R. Hallet stated that out of the five provisions, only one applies to GBHA, which is the Establishment of Fair Market Rent. She explained that HUD is changing the way they publish FMRs and will now allow housing authorities to comment or ask HUD to reevaluate them after they have been published.

S. Popp questioned why provision number one on the letter, Reasonable Accommodation Payment Standard, would not apply to GBHA. R. Hallet explained that the payment standards apply to the HCV program, not to Public Housing.

A motion was made by S. Popp and seconded by B. Hansen to approve and place on file. Motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

3. Consideration with possible action on award of the Mason Manor Office Conversion Project to the lowest responsive and responsible bidder.

R. Hallet explained that item number three was amended to not include the dollar amount of \$90,000. She explained that currently it is not known how much it will cost. She added that with the inclusion of the \$90,000 limit, if a bid comes in over \$90,000 the bid would not be able to be accepted without bringing it back to the Authority for approval. R. Hallet stated that the Authority can decide what dollar amount they are comfortable awarding the bid to. This item was brought to the Authority before the bids were in to streamline the process. R. Hallet also added that the bids were originally going to be coming in on October 26, 2016, but some changes had to be made. A payment and performance bond is going to be required of the bidders, which takes extra time to put together, so the bid closing date has been extended to November 2, 2016. This addition to the bid is also related to the cost increase because there is generally a two to three percent cost increase to have the payment and performance bonds.

T. Refsguard questioned who originally came up with the \$90,000 limit. R. Hallet stated that it was GBHA's architect. She added that in March 2016, the price of the remodel was estimated to cost approximately \$83,000 and there could have been some changes to the scope of the work since then. R. Hallet stated that if the \$83,000 is accurate, with the addition of the two to three percent for the payment and performance bond the cost would be within the \$90,000 range.

S. Popp stated that if the Authority is looking at a two to three percent increase to the \$90,000 limit it would be approximately \$93,000. R. Hallet confirmed that is correct if the cost of the project comes in at \$90,000.

T. Refsguard stated that the change orders are what typically add extra costs to a project. R. Hallet stated that there is a limit put in place that change orders cannot exceed 15 percent.

B. Hansen questioned if the \$82,000 estimate had a contingency in it to cover any costs that went above the \$82,000. R. Hallet stated she did not get the details from the architect.

R. Hallet stated that it is up to the Authority if they would prefer to set a dollar limit on the bids, but the limit could require a special meeting if the bids come in over that set amount.

B. Hansen questioned if the Authority members had a price limit that they would feel comfortable with. S. Popp stated she would not like to see it reach \$100,000, but stated two to three percent over the \$90,000 would be ok with her.

C. Renier-Wigg questioned how much money the Authority has to spend on the project. S. Schmutzer stated that it is right around the \$90,000 mark. C. Reiner-Wigg questioned what would happen if the project went over the \$90,000. S. Schmutzer stated reserves could be used. C. Reiner-Wigg confirmed that the Authority does have the money to use if the project goes over the \$90,000. C. Reiner-Wigg recommended that the Authority make a motion to approve not to exceed \$100,000.

B. Hansen questioned if the bids came in at a much larger amount, that staff does not have to accept the bids. R. Hallet confirmed. C. Renier-Wigg added that the Authority always has the option to bring the bids back for review.

T. Refsguard questioned if there was a building committee. S. Popp stated that the Authority is the building committee. R. Hallet stated that R. Lewis, Building Services Coordinator, is very knowledgeable about the details regarding this project.

A motion was made by B. Hansen and seconded by T. Refsguard to approve award of the project to the lowest responsive and responsible bidder not to exceed \$100,000. Motion carried.

4. Consideration with possible action on submission to HUD of a Designated Housing Plan to return Mason Manor to being designated for elderly and/or disabled residents only.

R. Hallet explained that Mason Manor was once designated for elderly and disabled only, but rules had changed and Mason Manor had to be made available for general occupancy. The Authority does have the ability to submit a designation plan to HUD which would request that Mason Manor be designated for elderly and disabled only. She stated that upon approval by the Authority the plan would then be brought to the resident advisory board for their approval, and if they approve it will be sent to HUD.

C. Renier-Wigg added that no residents will be displaced as a result of the designation. R. Hallet stated that it is required that Mason Manor staff inform residents of the opportunity to move and provide them with services to help look for an appropriate unit elsewhere, but they are not required to move.

T. Refsguard stated that she has 95 clients living at Mason Manor, and 95 percent of them have a disability. She questioned if they would fit under the designation plan. R. Hallet stated that if they have a disability they would be eligible regardless of age.

C. Renier-Wigg questioned how disability would be defined. K. Vang stated that it would require medical documentation. R. Hallet added that the only population it would be affecting would be the people who are not elderly or disabled. T. Refsguard questioned what percentage of Mason Manor residents are not elderly or disabled. R. Hallet stated that 5 out of the 153 units are not elderly or disabled. B. Hansen questioned how many people on the waiting list are not elderly or disabled. K. Vang estimated 30 out of the 118 on the waiting list are not elderly or disabled. B. Hansen questioned if there was already a preference for applicants who are elderly or disabled. R. Hallet confirmed and added that veterans and homeless also receive a preference.

S. Popp questioned if an applicant was not disabled but homeless would they be eligible for Mason Manor. B. Hansen suggested that they may be eligible for the Scattered Sites locations. S. Popp questioned if any of the Scattered Sites were one bedroom, to which R. Hallet responded there was not. S. Popp stated that her concern is that there is a lack of one bedroom sites for the nondisabled or nonelderly.

S. Popp questioned if the general occupancy has been an issue. R. Hallet stated that the biggest issue is the perception that there are people living at Mason Manor who do not require the assistance. S. Popp questioned if tenants have an invisible disability do other tenants question why they are living there. J. Valentine confirmed, but added that staff at Mason Manor is not able to provide tenants any information due to confidentiality. R. Hallet stated that general occupancy has been a factor with residents choosing to move elsewhere because they want to live in a community with their peers. She added that Mason Manor has struggled with occupancy because of this.

S. Popp stated that her fear with the designation is that GBHA is segregating. She added that the purpose of independent living is non-segregation. People should be able to live where they choose in affordable, safe, decent housing. T. Refsguard added that at the NEW Community Shelter they are often asked if they allow families. The shelter is not able to accept families, not due to segregation, but because they do not have the space or the staff to do so. S. Popp added that there are options for low income families throughout the city, but added that it is hard to find a single bedroom subsidized apartment.

B. Hansen questioned if S. Popp had a chance to read the entire Designation Plan and see the other options available in the community for affordable housing. S. Popp stated that she did not have a chance to read that section. C. Renier-Wigg added that in her experience with HUD she

has seen a deconcentration of the high rise public housing models, and is now more focused on scattered site properties. She stated she would like to see the GBHA use more of its resources to start adding single occupancy housing to fit the need. S. Popp agreed and added that the Scattered Sites are great, but they currently don't fit the need for single occupancy. B. Hansen questioned if S. Popp would be more inclined to approve the Designation Plan if there was housing available to fit that single occupancy need. S. Popp confirmed. B. Hansen questioned if she would be ok with the idea that the housing may not be run by GBHA, stating that single individuals are able to receive a voucher from ICS. S. Popp agreed, but added that finding a single person home in that price range is difficult. She stated that rent prices in Green Bay have gone up exponentially and it is very difficult to find a nice, suitable, and affordable housing in the voucher price range. She also added that the voucher program has preferences too for elderly, disabled, or veterans, and it is very difficult for a single low income person to find appropriate housing.

T. Refsguard stated that she thinks the Green Bay community is realizing that there is a lack of affordable housing and that the topic is being talked about. S. Popp added that the lack of single occupancy housing is her only concern with designating Mason Manor.

J. Valentine added that for BCHA if the applicant is non-elderly and non-disabled, but has veteran status they get put on the top of the preference list. She also added that for GBHA veterans who have children or a family would also be put on the preference list for the Scattered Sites.

R. Hallet brought the Authority's attention to appendix A of the Designation Plan, which is a list of other federally assisted family housing projects. This list provides contact information for other developments as well as how many bedrooms are in the different developments. She added that there are three of those developments that offer one bedroom apartments.

C. Renier-Wigg questioned if there were any other exclusively elderly or disabled subsidized housing in Green Bay because of the growing elderly population in Green Bay. R. Hallet explained that there is a list similar to the federally assisted housing projects list, but is specifically for elderly or disabled housing projects. She added that while she understands S. Popp's concerns, there is also a growing elderly population which is going to continue to grow as the baby boomer population continues to reach retirement age.

A motion was made by S. Popp and seconded by T. Refsguard to open the floor for interested parties. Motion carried.

A. Tony explained that she worked with the shelter and she is concerned about bringing mentally disabled people into Mason Manor. She questioned if Mason Manor was staffed to deal with mentally unstable residents. R. Hallet stated that Mason Manor staff are not social workers and that J. Valentine has a degree in psychology. K. Vang has also attended several sessions on mental health and how to deal with individuals with mental health issues. So the staff does have some knowledge on how to handle those types of situations, but Mason Manor does not have security personnel.

S. Popp added that Mason Manor is not closed to residents with mental illness, so it is a possibility that there are current residents living at Mason Manor with mental illness. A. Tony agreed, but stated that if there was an increase in residents with mental disabilities there is not a Mason Manor employee on site 24 hours a day seven days a week.

C. Renier-Wigg questioned if there has been any issues with residents with mental illness. A. Tony confirmed there is one person who she sees roaming the halls. C. Renier-Wigg stated that if it became a more prevalent issue staff may have to look at how to address it. She added

that up until now it has not been an issue. K. Vang added that because Mason Manor is an individual living facility many of the residents that A. Tony mentioned have case workers that do come in on occasion to check on the residents. She also added that if residents do required assistance 24 hours a day, they will often move to an assisted living facility.

J. Fitzpatrick added that she has lived at Mason Manor for several years. She stated that on the occasion that an elderly or disabled resident needed help and the office was closed a casual worker or kind neighbor would call 911. No one would attempt to assist because the person's mental status was unknown. She added that she does not see it being an issue that would require additional staff at Mason Manor.

J. Fitzpatrick questioned what age would be considered senior if Mason Manor were to be designated. R. Hallet stated that it is 62, but added that if there are not enough applicants at/or above the age of 62, near elderly applicants would be considered which starts at age 55.

A motion was made by B. Hansen and seconded by S. Popp to close the floor and return to regular meeting. Motion carried.

B. Hansen questioned if there was any further discussion on the topic.

B. Hansen questioned if any current Scattered Sites would be able to be converted into a triplex or duplex for single occupancy.

R. Hallet stated that this option will be discussed further at a future meeting, but introduced it by explaining that one of GBHA's Scattered Site properties is going to be acquired by the City of Green Bay because of street reconstruction. She added that the house being acquired is a duplex, but that GBHA will have the ability to increase the unit size by one more. So GBHA would have the ability to replace that home with three units. That could be any combination of single family homes or duplexes. She added that one bedroom Scattered Sites would be something the GBHA could consider when acquiring the additional homes. She added though that it may be difficult to find single occupancy homes to acquire.

C. Renier-Wigg added that GBHA could look for a duplex that is a two bedroom and a one bedroom. S. Popp stated that if acquiring some one bedroom Scattered Site properties was part of the plan she would be in favor of the designation.

B. Hansen questioned if S. Popp would want the one bedroom homes to be acquired before she would approve the designation plan. S. Popp stated no she would be ok with the designation as long as in the future GBHA looked into adding single bedroom Scattered Site properties.

R. Hallet added that the time frame for when the City will acquire the home is about a year out, but the designation plan is ready to be submitted now. S. Popp stated that she is not putting a contingency on the designation plan; she just wants to know that the Authority is considering adding a plan to help fill the need of single bedroom homes in the future.

C. Renier-Wigg questioned if additional Scattered Site properties can be added. R. Hallet stated that GBHA can add additional market rate properties, but cannot add any more subsidized properties. C. Renier-Wigg questioned if GBHA is able to sell a Scattered Site and replace it with a different property. R. Hallet confirmed that is possible. C. Renier-Wigg stated that the GBHA may be able to put together a plan to acquire more single bedroom homes. S. Popp confirmed that is what she is looking for.

R. Hallet stated she would like to substantiate the need for single bedroom homes with data. J. Valentine stated she would be willing to collect that data. B. Hansen questioned if it would be

the homeless population that we would be looking it. S. Popp stated she believes it would mostly be the homeless population. She added that people often call Options for Independent Living stating they need housing but don't have a certified disability because they can't afford to see a doctor. These people are often just looking for an apartment that they can afford, which is hard to find.

T. Refsguard added that if an individual in that situation is staying at the NEW Community Shelter they will have a case manager that will work to get them housing. She added that the population in need is those who are not staying at the shelter, and therefore have no assistance in finding affordable housing.

C. Renier-Wigg stated staff will look into the need. She added that there is for sure one house that will be going which will allow the GBHA to look for something that could serve this population better.

B. Hansen questioned if GBHA is limited to 50 Scattered Site properties. R. Hallet stated that GBHA is allowed to add one more unit to either the Scattered Sites or to Mason Manor. B. Hansen questioned if that could be any size unit. R. Hallet confirmed. S. Schmutzer questioned why only one unit could be added. R. Hallet stated because that is the limit per GBHA's Annual Contributions Contract with HUD. Currently GBHA is allowed 204 units. B. Hansen questioned if the 204 units is designated by HUD. R. Hallet confirmed. B. Hansen questioned if GBHA could apply for more units from HUD. R. Hallet stated she can inquire with HUD, but it was HUD who informed her that GBHA had the ability to add one unit, so if there were a process to request more they would likely have told her that as well. S. Popp added that with the designation of Mason Manor there is a population of approximately 30 to 40 people on the waitlist who GBHA would not be able to serve.

B. Hansen questioned if R. Hallet and J. Valentine understood what the Authority was asking them to research. R. Hallet confirmed stating they will look into data to substantiate the need for one bedroom units for people who are not elderly or disabled. She added that she will also ask HUD if there is any way to add additional public housing units.

T. Refsguard questioned if R. Hallet did not have the Authority at the table in regards to the designation, what her plan would be. R. Hallet stated that because GBHA is struggling to keep occupancy up due to people wanting to live in a retirement community and the growing population on seniors in the City of Green Bay she feels like the designation would benefit the community.

B. Hansen questioned if this designation would change anything in regards to the one year and five year plans for expenditures at Mason Manor. R. Hallet stated that converting the current office into an exercise room would still be in the plan, and then long term the plan would be to modernize the tub rooms.

S. Popp questioned what the difference is between project based vouchers is and tenant based vouchers. R. Hallet stated that tenant based vouchers are the general vouchers where the tenant takes the voucher as they move to different units. Project based vouchers are designated for certain properties.

A motion was made by B. Hansen and seconded by S. Popp to submit the designation plan to HUD. Motion carried.

5. Consideration with possible action on an amendment to the GBHA Bylaws regarding the Order of Business and Manner of Voting, as well as desired reports given at GBHA meetings.

R. Hallet explained that cover sheets have been added to the agenda packet. Each new agenda item will have a cover sheet to help summarize the agenda item. Another change is the combining of Staff Reports and Information agenda items. R. Hallet stated that the bylaws indicate what the order of business should be for the agenda, which means in order to change the agenda; the bylaws must be changed as well. She stated that the bylaws order of business had a category for Informational. The proposed change is to remove Informational and change the Staff Reports to Administrator's Reports and combined that with Informational.

R. Hallet added that the next section of the bylaws was not being practiced as it was worded. She stated that the bylaws called for a roll call vote, but typically the Authority does voice votes and not roll call votes. She is proposing that the bylaws be changed to reflect current practices.

R. Hallet questioned if the Authority had any suggestions for changes to the agenda. C. Renier-Wigg questioned if everyone reads through the budget versus actual detail. B. Hansen stated that he looks at the budget vs. actual, but does not feel that the check detail is necessary. R. Hallet stated that the check detail is easier to print than something with less detail.

T. Refsguard stated she would like to see a report each month explaining any challenges or success stories with in GBHA. K. Vang stated that a report could be added after the occupancy report for staff updates.

R. Hallet questioned if the Authority felt that the Langan Report was valuable. S. Popp stated yes, she likes to know that there is still work being done on fraud as well as what cases are still troublesome.

A motion was made by S. Popp and seconded by T. Refsguard to change the bylaws regarding the order of business and manner of voting. Motion carried.

#### **FINANCIAL REPORT AND BILLS:**

6. Consideration with possible action on acceptance of GBHA bills.

S. Schmutzer stated that there is nothing out of the ordinary in the checks. She added that the full bill for the Bug Blasters has not been paid yet. She stated that some big projects have been getting done such as ramp repair and new smoke detectors for Mason Manor.

B. Hansen questioned what the payment to Smith Brothers for storm water was regarding. S. Schmutzer stated that it was in regards to three mini sewers at Scattered Sites. R. Hallet stated the job was connecting the lateral to the main sewer, and the lateral to the house. B. Hansen questioned if it was in regards to removal of lead piping. R. Hallet stated it was not, it was to insure that the basements and yards don't get flooded.

A motion was made by S. Popp and seconded by B. Hansen to approve and place on file. Motion carried.

7. Consideration with possible action on acceptance of GBHA financial report.

S. Schmutzer stated that the financial report is doing very well. She added that the mini sewers were anticipated to cost much less than they did. She added that this will be fixed for next year as more homes will require mini sewer installation next year.

A motion was made by B. Hansen and seconded by T. Refsguard to approve and place on file. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Update on bedbug situation

R. Hallet explained that at the September meeting it was discussed having a long term plan in regards to the bed bug situation. She explained that staff had put together the Mason Manor Bed Bug Infestation Detection, Prevention, Treatment Practices and Procedures report, but that this was standard operations when there are bed bugs. Because Mason Manor's bed bug situation was declared an emergency, an emergency plan needed to be developed as well. The emergency plan includes what is being done for chemical treatments, vigilance, presentation and educational material, future inspections, and future steps for eradication.

R. Hallet stated that staff hopes to not have to take some of the futures steps because they are quite invasive and would require a lot of cooperation from the residents. She added that these steps were suggested by another housing authority that experienced a severe infestation, and what they had to do to eradicate it. Some of the suggested future steps would require relocating the tenants, requiring tenants to remove all of their belongings and not returning any of them unless there is proof the item has been treated, as well as removing all common area furniture.

T. Refsguard questioned if the bed bug situation was under control at this point. J. Valentine stated that the inspections are on Friday, October 21. The dogs will be going into every unit except for the 40 that were chemically treated. Any units that have confirmed cases of bed bugs will begin treatment right away with the three step Bug Blaster chemical treatment. The 40 units that were originally treated will have their third and final treatment on Thursday, October 27. One month from that date, the dogs will be able to inspect those units to see if they are free of bugs.

T. Refsguard stated that her biggest concern is prevention and that there is a good plan in place. C. Renier-Wigg questioned what T. Refsguard experience has been at the shelter in regards to bedbugs. T. Refsguard stated that they do the dog inspections in every unit on a regular basis. She added that the shelter has not had bedbugs. R. Hallet added that she believes that Mason Manor has even more requirements than that, including high expectations for the residents. T. Refsguard stated she is not questioning the plan put together for Mason Manor, she just believes that the best way to attack this problem is through prevention. She added that so much money has been spent on eradicating the problem. J. Valentine shared that she did receive the two Bug Blaster bills and they came to \$7,600.00 for the first two treatments.

C. Renier-Wigg shared that she and R. Hallet talked to the director from a housing authority in Georgia that had a large infestation in over half of their units. She stated that they cleared units out completely, moved tenants temporarily, and no old furniture was allowed back in the building. The housing authority also removed all furniture in the common areas for six months. She added that the authority also hired a staff person specifically to handle the transition and work with tenants. This project costed the housing authority a quarter of a million dollars. C. Renier-Wigg stated that by hitting the units hard now, hopefully they are avoiding that type of situation.

J. Valentine stated that recently John Sandberg with Sandberg K9 Solutions came in and spoke to the residents in regards to bedbugs. She stated that the community room at Mason Manor was standing-room only for the presentation and after she has had countless residents contacting staff with concerns related to bedbugs. She commends the residents for coming forward and openly communicating about their concerns.

A motion was made by B. Hansen and seconded by S. Popp to open the meeting floor to public comment. Motion carried.



J. Fitzpatrick questioned when a resident should be notified if the tenant below their unit is being treated for bedbugs. According to the tenant below her unit, his unit had been treated for bedbugs since January of 2016. In September J. Fitzpatrick stated she found a bug in her unit. She stated that she took action the next day when staff was in the office. She tore her whole unit apart, and has passed every dog inspection. After finding the one bug in her unit she and K. Vang found that her entire box spring was infested with bedbugs. She questioned if the resident below her has been treated eight to ten times, why she was not treated as well as a precaution. She added when her unit was treated, the unit to her left was not treated and the unit to her right was only treated once, and the unit across the hall was not treated at all.

C. Renier-Wigg questioned if the unit below was treated eight times. K. Vang stated she would have to look back on their records to confirm that. J. Fitzpatrick stated she is just going off of what the tenant told her. K. Vang added that the multiple treatments could have been because the unit was treated, passed the dog inspections, but then gets infested again. C. Renier-Wigg added that since going into the emergency plan they are not doing singular unit treatments. They are now treating the unit infested as well as all units around it. J. Fitzpatrick stated that it says that in the plan, but that is not what happened in her situation. C. Renier-Wigg questioned if those treatments occurred since August. J. Fitzpatrick stated this occurred in September.

R. Hallet stated that the very first time Mason Manor had bedbugs they used Orkin which was a chemical treatment and during that time the bordering units were treated as well. Then it was switched to heat treatments, and after heat treatment ozone treatments were done. R. Hallet stated that her understanding is that with those other treatments it was just the infested unit being treated and on occasion a barrier was applied.

C. Renier-Wigg stated that from what J. Fitzpatrick is saying the units surrounding her should be receiving treatment as well. J. Fitzpatrick stated that she has had two treatments, but the other units around her have not had any treatments, or have only had one treatment.

J. Fitzpatrick stated that she has had a work order in since September 6<sup>th</sup> to caulk her unit, and nothing has been caulked. J. Valentine stated that she can confirm caulking has been started, but there are only two maintenance men working full time in the building. J. Valentine added that it is in the long term plan that every unit will be caulked, but R. Lewis is working one floor at a time from the top down. S. Popp questioned if the units that are infested could be caulked first. J. Fitzpatrick stated that she put a work order in on September 6<sup>th</sup>, and questioned if that would take priority over doing the entire building. J. Valentine stated that it would not and that R. Lewis is doing the entire building in order. R. Hallet added that maybe it should be discussed whether or not it is appropriate that the building is done in order, or should those with infestations be priority. B. Hansen added that that option can be discussed between staff. J. Fitzpatrick stated that she is only bringing it forward because she is getting questions about it.

J. Fitzpatrick stated that when she had her unit treated she followed the instructions in J. Valentine's letter as best she could. She provided pictures to the Authority of how her apartment was packed up and organized before they came in and did the treatment. She stated that when she returned after the treatment she found all of her bags on top of her bed and on the floor. She found her mattress cover on top of the toilet seat, and in the process a hole was put in the cover. She also provided pictures of the laundry room. The pictures show several bedbugs in the garbage can in the laundry room as well as in the washer and dryer. S. Popp questioned if items with bedbugs should be taken out to be laundered instead of bringing it down to the laundry room at Mason Manor. J. Valentine stated that every recommendation that they have gotten from companies has stated to not take items to laundry mats because it spreads them. She added that staff at Mason Manor has been drying, washing, and then drying items again because that is what they have been told to do because the heat from drying kills the bugs.

J. Fitzpatrick questioned if there were extra drapes at Mason Manor, stating that she feels there are some drapes in the building that could be replaced. She suggested that drapes are that infested with bedbugs get put in a plastic bag and destroyed instead of attempting to launder them.

A. Tony informed the Authority that she moved into Mason Manor on July 22. She stated that she has a couple suggestions that she would like to see done at Mason Manor. One suggestion is in regards to the caulking of the apartments. She stated that when maintenance men come in and out of the apartments it would be nice if they could put surgical booties over their shoes to avoid tracking any bugs into apartments. R. Hallet stated that she would like to talk to the inspectors and treatment companies to see what their professional opinion is in regards to the surgical booties.

A. Tony also questioned that since the caulking is being done floor by floor, is she allowed to caulk her own apartment. The Authority informed her that she is not allowed to do that.

A motion was made by B. Hansen and seconded by S. Popp to close the floor and return to regular meeting. Motion carried.

B. Hansen stated that J. Fitzpatrick's point about the units around her having bugs and her not being treated may have been a timing issue. C. Renier-Wigg stated that the protocol now is if a bug is found in a unit all the units surrounding it are being treated. K. Vang stated that when J. Fitzpatrick's neighbor was first being treated it was part of the first step in which just the infested units were treated, and a boarder treatment along the side bordering the infested unit. At that time she had a neighbor on one side that was being treated, so just the bordering wall was treated then, not the whole unit.

B. Hansen questioned if with confidentiality, the staff can not inform residents if their neighbor has bedbugs, but the residents are able to inform their neighbor if they feel necessary. K. Vang stated that usually neighbors found out because the machine for the ozone treatment sits right outside of the unit.

C. Renier-Wigg questioned if the drapes in the units are cloth. K. Vang confirmed. C. Renier-Wigg questioned if there has been any thought given to eventually replacing them with a non-cloth material such as a blind. K. Vang stated that the units do have blinds also, but the drapes go over the blinds. C. Renier-Wigg questioned if they have to wash the drapes during every treatment. K. Vang stated that the only time the drapes are taken down to be washed are if the bugs are transferring from the bed to the drapes. C. Renier-Wigg questioned how staff knows that the bugs are not on the drapes. K. Vang stated that the dogs check them, and if there are bugs on the drapes there will be fecal matter that is visible to the inspectors. B. Hansen questioned if the drapes are being taken down when the unit is being treated, are the drapes being put right back up or does staff wait until the unit is clear of bugs. J. Valentine stated they go to the dryer, washer, dryer, and then chemically treated. After that process they are put back in the unit.

C. Renier-Wigg inquired as to at what point staff will know how successful all of the treatments have been. J. Valentine stated that Friday, October 28 staff will know if there are any more units that need to be treated. C. Renier-Wigg questioned if staff is keeping track of how many treatments each unit receives and whether or not they are clean. K. Vang confirmed.

R. Hallet stated that the 40 units that needed the three cycle treatment will be getting the last treatment Thursday, November 3, and one month after that date the dogs will be brought back in for inspection of those units.

S. Popp questioned if there is a reason why the caulking is being done floor by floor and not by units with high priority. J. Valentine stated that she can't speak on R. Lewis's behalf, but believes it's more of an organizational issue and making sure every unit gets done. S. Popp stated that he would know what units need to be done just by keeping track of which units he works on. She added that she believes if the 40 units have been treated and come back clear those units should be a priority for caulking.

S. Popp added that she would like staff to look into why inspectors and the treatment companies are not wearing booties as they go in and out of the units. J. Valentine stated that she was told that they are usually covered knee down in their chemicals, so if the chemical is on his shoes the bugs would not be there. C. Renier-Wigg stated that this is in regards to the maintenance staff as well, but added that it may be easier to look into a chemical spray for the maintenance workers clothes and shoes instead of the booties.

B. Hansen questioned if staff was aware of the laundry room issue. J. Valentine confirmed stating the issue was handled. S. Schmutzer stated she was at Mason Manor the day the bugs were found in the laundry room. R. Lewis cleaned the room up as soon as they were notified.

S. Popp questioned if J. Fitzpatrick's issue of her bags being moved to her mattress during her treatment is an issue. K. Vang stated that it is not because the items were in plastic bags, the bugs can't attach to plastic bags. S. Popp stated that her mattress ended up infested. K. Vang explained that the mattress was already infested. R. Hallet stated the way she understood is that J. Fitzpatrick was upset because her items in the bags could have become infested because they were placed on the mattress that was infested. K. Vang stated that it is important that the bags be properly sealed. C. Renier-Wigg questioned what happened to the box spring from her room that was infested. J. Valentine stated it was thrown out.

C. Renier-Wigg stated that one of the things that the housing authority from Georgia did was hire some part time staff to help facilitate getting resident's furniture in and out. She stated a lot of the issues are resources and being able to afford new furniture. T. Refsguard questioned if any organizations like Goodwill or Red Cross would be willing to help the residents. K. Vang stated that those organizations have become more aware of bedbugs as well, but either way staff still checks furniture as it is being brought into the building. C. Renier-Wigg stated that is her concern that checking everything being brought in is very time consuming, and may be an opportunity to bring someone in part time to help with that job.

B. Hansen questioned if the emergency plan has been communicated to the residents. K. Vang stated it has not, but the residents all received a copy of the best practices guide.

#### 9. Summary of statutory changes to Public Housing Program due to Housing Opportunity Through Modernization Act of 2016

A motion made by B. Hansen and seconded by S. Popp to table item until the November meeting. Motion carried

#### 10. Langan Report for the Month of October, 2016.

A motion was made by T. Refsguard and seconded by S. Popp to receive and place on file. Motion carried.

#### 11. Occupancy Report for the month of October, 2016.

J. Valentine stated that there are a few vacancies coming up. She added that she and K. Vang are doing everything they can to get lease ups going.

S. Popp questioned what the difference was between working on rehab and working on major rehab. J. Valentine stated that major rehab is units that need more work because of damages or smoking.

A motion was made by B. Hansen and seconded by T. Refsguard to receive and place on file. Motion carried.

12. Know Your PHA worksheet of Lead the Way training

A motion made by B. Hansen and seconded by S. Popp to table item until the November meeting. Motion carried

A motion was made by S. Popp and seconded by T. Refsguard to adjourn the meeting. Motion carried. Meeting adjourned at 12:19pm.

MKW: RAH:jd